Today is April 9, 2008, and welcome to the HR Weekly Podcast from the State Office of Human Resources. Today's topic concerns the request by OHR and the South Carolina Enterprise Information System, or SCEIS, HR/Payroll project for feedback concerning the current HR business processes.

The SCEIS HR/Payroll work has begun, and we need your collaboration. The SCEIS HR/Payroll team has been busy with project preparatory activities. We issued a Statement of Work and selected a consultant to assist the State team with the implementation of the HR/Payroll modules of the SCEIS solution. To date, the SCEIS HR/Payroll project team has documented and flowcharted many of the State's current business processes from both the agency and the central perspectives.

In the coming weeks we will officially kick off the Blueprint Phase of the SCEIS HR/Payroll project. While the project team has documented many of the diverse business processes required to administer the human resources and payroll functions, your help is needed to ensure that no critical processes or steps within the current processes have been omitted.

The project team has developed flow charts to serve as a starting point to document work flow steps, forms, state laws, as well as any reports that may be pertinent to each business process. Each agency's specific work processes, individuals performing the tasks, and approvals required to execute a process may vary. In addition, each agency may have specific requirements unique to its mission that have not been documented or some information may have been omitted that may be an important consideration for system development.

We ask that you and other key staff in your agency who are responsible for the hands-on day-to-day human resources and payroll functions review these flow charts and supportive documentation and provide us with your feedback as to whether any additions, deletions, or modifications are needed. We will be hosting a brief training session to discuss the purpose of the flow charts as it relates to system development and the importance of understanding the design of the flowcharts for documenting workflow activities and mapping future training requirements for key staff within your agency. The training will be held at the Bank of America Room at ETV on Thursday, April 10, 2008 at 2:30 p.m.

If you would like to take an advanced look at the business process flow charts, they are located on the SCEIS website at www.sceis.sc.gov. Please click on the "Human Resources Development" link to find the flow charts and instructions for reviewing and responding.

Your responses are especially important as we begin preparing for the Business Blueprinting Workshops to be held in the coming weeks. The goal is to make these workshops a positive, productive experience for all who attend. We'll send more information about those workshops as the plans develop. We ask that you complete your reviews and provide your input by Friday, May 2, 2008, so that the project team may adjust relevant documentation accordingly.

We look forward to working with each of you and appreciate your willingness to assist with this important part of the SCEIS system development. Please feel free to contact Jennifer Lauer at 803-734-8028 or at Jennifer.Lauer@sceis.sc.gov with any questions you may have.

Thank you.